

OTTOSEN Docket: 1376441 - 50570

*These are the 1st 18 documents that should be completed Scanned and sent to the MPOD for review

Return to F

P	Document	
1.	Request/approval to study for discontinuance (02/23/2011)	<input checked="" type="checkbox"/>
2.	Notice (if appropriate) to Headquarters of suspension	<input checked="" type="checkbox"/>
3.	Notice (if appropriate) to customers/district personnel of suspension	<input checked="" type="checkbox"/>
4.	Highway map with community highlighted (03/02/2011)	<input checked="" type="checkbox"/>
5.	Eviction notice (if appropriate) (03/02/2011)	<input checked="" type="checkbox"/>
6.	Building inspection report and original photos of building deficiencies (if appropriate) (03/02/2011)	<input checked="" type="checkbox"/>
7.	Post Office and community photos (03/14/2011)	<input checked="" type="checkbox"/>
8.	PS Form 150, Postmaster Workload Information (03/02/2011)	<input checked="" type="checkbox"/>
9.	Worksheet for calculating work service credit (03/14/2011)	<input checked="" type="checkbox"/>
10.	Window transaction record (03/12/2011)	<input checked="" type="checkbox"/>
11.	Record of incoming mail (03/12/2011)	<input checked="" type="checkbox"/>
12.	Record of dispatched mail (03/12/2011)	<input checked="" type="checkbox"/>
13.	Administrative postmaster/OIC comments (03/03/2011)	<input checked="" type="checkbox"/>
14.	Inspection Service/local law enforcement vandalism reports (02/23/2011)	<input checked="" type="checkbox"/>
15.	Post Office fact sheet (03/28/2011)	<input checked="" type="checkbox"/>
16.	Community fact sheet (03/28/2011)	<input checked="" type="checkbox"/>
17.	Alternate service options/cost analysis (03/28/2011)	<input checked="" type="checkbox"/>
18.	Form 4920, Post Office Fact Sheet (04/26/2011)	<input checked="" type="checkbox"/>
19.	Recommendation and Service Replacement Type (03/28/2011)	<input checked="" type="checkbox"/>
20.	Questionnaire instruction letter to postmaster/OIC (03/25/2011)	<input checked="" type="checkbox"/>
21.	Cover letter, questionnaire, and enclosures (03/25/2011)	<input checked="" type="checkbox"/>
22.	Returned customer questionnaires and Postal Service response letters (03/25/2011)	<input checked="" type="checkbox"/>
23.	Analysis of questionnaires (04/25/2011)	<input checked="" type="checkbox"/>
24.	Community meeting roster (04/27/2011)	<input checked="" type="checkbox"/>
25.	Community meeting analysis (04/27/2011)	<input checked="" type="checkbox"/>
26.	Community meeting letter (if community meeting held prior to questionnaire) (03/25/2011)	<input checked="" type="checkbox"/>
27.	Petition and Postal Service response letter (if appropriate) (01/01/1999)	<input checked="" type="checkbox"/>
28.	Congressional inquiry and Postal Service response letter (if appropriate) (06/01/2011)	<input checked="" type="checkbox"/>
29.	Proposal checklist (04/26/2011)	<input checked="" type="checkbox"/>
30.	District notification to Government Affairs (04/28/2011)	<input checked="" type="checkbox"/>
31.	Instructions to postmaster/OIC to post proposal (04/27/2011)	<input checked="" type="checkbox"/>
32.	Invitation for comments exhibit (04/29/2011)	<input checked="" type="checkbox"/>
33.	Proposal exhibit	<input checked="" type="checkbox"/>
34.	Comment form exhibit (04/26/2011)	<input checked="" type="checkbox"/>

35.	Instructions for postmaster/OIC to remove proposal (06/29/2011)	<input checked="" type="checkbox"/>
36.	Round-date stamped proposals and invitations for comments from affected offices (07/05/2011)	<input checked="" type="checkbox"/>
37.	Notification of taking proposal and comments under internal consideration (06/29/2011)	<input checked="" type="checkbox"/>
38.	Customer comments and Postal Service response letters (07/05/2011)	<input checked="" type="checkbox"/>
39.	Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate) ()	<input checked="" type="checkbox"/>
40.	Analysis of comments (07/05/2011) N/A	<input checked="" type="checkbox"/>
41.	Revised proposal (if appropriate) (04/27/2011)	<input checked="" type="checkbox"/>
42.	Updated PS Form 4920 (if appropriate) (04/26/2011)	<input checked="" type="checkbox"/>
43.	Certification of record (07/05/2011)	<input checked="" type="checkbox"/>
44.	Log of Post Office discontinuance actions (07/05/2011)	<input checked="" type="checkbox"/>

02/23/2011

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the 1A-04 congressional district.

Post Office Name:	OTTOSEN
Zip+4 Code:	50570-8751
EAS Level:	55
Finance Number:	186948
County:	Humboldt
Proposed Admin Office:	BODE PO
ADMIN Miles Away:	7.0
Near Office Name:	BODE PO
Near Miles Away:	7.0
Number of Customers:	
Post Office Box:	22
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	22

The above office became vacant when the postmaster retired on 04/03/2008.

Study for discontinuance based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

JANAN O'BRIEN
Manager, Post Office Operations

Approval to Study for Discontinuance:

GAIL DUBA
DISTRICT MANAGER
HAWKEYE PFC

02/23/2011

DATE

cc: Area Manager, Public Affairs and Communication



Docket: 1376441

NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 186948
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

• There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/19/2011
Fax No: (319) 399-5502



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 185948
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/19/2011
Fax No: (319) 399-5502



To see all the details that are visible on the screen, use the "Print" link next to the map.

LOCKET NO. 1376441-50570
ITEM NO. 4





Eviction Notice

A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 188948
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

There was no eviction notice for this office.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/19/2011
Fax No: (319) 399-5502



Building Inspection Report

A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 186948
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

• There was no building inspection report nor photos for this office

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/19/2011
Fax No: (319) 399-5502

Ottosen Community Photos



Front of Ottosen Post Office



Back of Ottosen Post Office



Main Street looking East



Main Street looking West



Ottosen Fire Department



City of Ottosen welcome sign

Ottosen Community Photos

1376441-50570

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2



Riverfront Outdoors



The Quilted Garden



Fowler Repair



Paul's Auto Body



Lounsbery Insurance



Trinity Lutheran Church

Ottosen Community Photos

PROJECT NO. 1376441-50570
ITEM NO. 7
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Ottosen Community Club



Bennett Recycling

PS Form 150, Postmaster Workload Information

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Post Office, State & Zip Code OTTOSEN, IA 50570		Postmaster's Signature V61230	Date 03/02/2011
District Office, State & Zip Code HAWKEYE PFC, IOWA 52408		District Manager's Signature KT9V04	Date 03/02/2011
(Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		55
2.	Finance Number	(1-6)	180948
3.	General Delivery Families Served	(7-9)	0
4.	Post Office Boxes/Call Boxes Rented	(10-15)	22
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	0
8.	Administrative Responsibility from Intermediate Rural Boxes for Other Offices	(31-35)	0
9.	Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10.	Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11.	Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12.	Number of Carrier Stations/Branches	(48-49)	0
13.	Number of Finance Stations/Branches	(50-51)	0
14.	Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a.	Does Office Experience A Seasonal Workload? (box one "Y" if yes, "N" for no) (If you answer "yes" of this question, complete "Seasonal Workload" section on reverse.)	(54)	N
15b.	Duration of Experience A Seasonal Workload? (minimum of 8 weeks)	(55-56)	
16.	Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17.	Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18.	Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19.	Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21.	Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22.	Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23.	Is Postmaster Lessor for Government Owned Building?	(64)	N
24.	Does Office Have MPLSM/SPLSM?	(65)	N
25.	Does Office Distribute Food Stamps?	(65)	N

PS Form 150, Postmaster Workload Information

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	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	22	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/Star Route Boxes	0	0

Instructions

- Enter current evaluated office level.
- Enter the 6 digit post office finance number.
- Enter number of general delivery families served.
- Enter total number of post office boxes and call boxes rented. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
- Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, Carrier Route Report, for the previous accounting period.
- Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
- Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
- Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
- Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
- Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
- Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
- Enter the number of classified stations and/or branches that have carrier delivery service.
- Enter the number of classified finance stations and/or branches (without carrier delivery service) staffed by postal employees.
- Enter the total number of contract stations, rural stations and community post offices.
 - A contract station is a detached finance unit manned by non-postal employees.
 - A rural station is a post office box delivery unit serviced by a rural carrier.
 - A community post office is a contract unit which provides service in a small community.
- To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

- Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
- Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
- Does office separate incoming mail to carrier routes for other associate offices?
- Does office separate all incoming letter size mail to city, rural and/or star routes?
- Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
- Do you have a vehicle maintenance facility under your jurisdiction?
- Do you have an air transfer office under your jurisdiction?
- Do you occupy a government-owned building and lease a portion of the building to someone else?
- Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
- Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

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Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: OTTOSENOffice Zip+4: 50570 -8751District: HAWKEYE PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	<u>22</u>	X 1.0	=	<u>22</u>
Possible City Deliveries (Item 5, PS Form 150)	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs				<u>22</u>

Revenue WSCs

First	25 revenue units: 1.00	X	<u>0</u> units	=	<u>0.00</u>
Next	275 revenue units: 0.50	X	<u>0</u> units	=	<u>0.00</u>
Next	700 revenue units: 0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units: 0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units: 0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:					<u>0.00</u>

Activity WSCs 22 + Revenue WSCs = 0.00 Base WSCs 22.00 = EAS Grade APrevious evaluation: EAS grade 55Effective date of change in service hours: _____ (if appropriate)
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

KAREN LENANE

KAREN.S.LENANE@USPS.GOV

Printed Name

Signature

HAWKEYE PFC District Review Coordinator

Title

Date

Window Transaction Survey

PO Name:	OTTOSEN	ZIP+4:	50570 - 8751	Completed By:	V81230
Survey Period:	02/26/2011	through	03/11/2011		

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record, PS Form 2007-B, Window Transaction Converter, and PS Form 2007-C, Window Transaction Survey. Use hash marks (///) for daily entries in the columns. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (1,777)	Priority Parcels, Money Orders (1,083)	Express Registered C.O.D. (1,969)	Passports Meter Settings (5.06)	Box Rent (2,875)	Certified Insured Special Service (1,792)	Misc. Services (1,787)	Nonrevenue Services (1,787)
Sat - 02/26	5	2	0	0	0	0	1	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	4	1	0	0	0	0	1	0
Tue - 03/01	16	10	0	0	0	0	2	1
Wed - 03/02	9	0	0	0	0	0	1	0
Thu - 03/03	10	2	0	0	0	0	1	0
Fri - 03/04	9	0	0	0	0	0	0	0
Sat - 03/05	4	0	0	0	0	0	1	0
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	5	0	0	0	0	0	0	0
Tue - 03/08	7	1	0	0	0	1	2	0
Wed - 03/09	15	0	0	0	0	0	1	0
Thu - 03/10	9	3	0	0	0	0	0	1
Fri - 03/11	12	3	0	0	0	0	0	0
TOTALS	105	22	0	0	0	1	10	2
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.788
Daily Average	6.8	2.0	0.0	0.0	0.0	0.1	1.5	0.2
Average Number Daily Transactions: 11.7								
Average Daily Retail Workload in Minutes: 10.6								

Average Number Daily Transactions:	11.7	Average Daily Retail Workload in Minutes:	10.6
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Survey of Incoming Mail

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Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4

OTTOSEN 50570 - 8751

Dates Recorded

02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	70	22	16	9	1	0	0	0
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	65	15	18	10	2	1	1	0
Tue - 03/01	91	26	6	6	0	0	1	0
Wed - 03/02	124	11	17	50	2	0	1	0
Thu - 03/03	110	26	26	11	0	0	2	0
Fri - 03/04	80	16	13	7	1	0	1	0
Sat - 03/05	91	15	24	12	1	1	1	1
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	53	20	13	15	3	0	0	0
Tue - 03/08	58	42	17	26	1	1	0	0
Wed - 03/09	71	33	9	54	4	0	1	1
Thu - 03/10	60	29	25	7	1	0	1	0
Fri - 03/11	83	52	21	20	4	0	1	0
TOTALS	956	307	205	227	20	3	10	2
Daily Average	79.7	25.6	17.1	18.9	1.7	0.3	0.8	0.2

Signature of Person Making Count:

V61230

Printed Name:

V61230

Date:

03/12/11

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	2227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

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Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4

OTTOSEN 50570 - 8751

Dates Recorded

02/26/2011 through 03/11/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/26	20	0	1	0	0	2	1	1
Sun - 02/27	0	0	0	0	0	0	0	0
Mon - 02/28	10	0	0	0	1	0	0	1
Tue - 03/01	54	0	0	0	4	0	0	1
Wed - 03/02	30	0	1	1	0	1	2	1
Thu - 03/03	35	0	1	0	1	0	2	1
Fri - 03/04	25	0	1	0	0	0	3	1
Sat - 03/05	45	0	0	1	2	0	1	1
Sun - 03/06	0	0	0	0	0	0	0	0
Mon - 03/07	13	0	0	0	0	1	0	1
Tue - 03/08	37	0	0	0	1	0	1	1
Wed - 03/09	34	0	1	0	0	0	1	1
Thu - 03/10	47	0	0	0	1	0	2	1
Fri - 03/11	337	0	1	0	0	0	2	1
TOTALS	687	0	6	2	20	4	15	12
Daily Average	57.3	0.0	0.5	0.2	1.7	0.3	1.3	1.0

Signature of Person Making Count:

V61230

Printed Name:

V61230

Date:

03/12/11

03/03/2011

OIC/POSTMASTER

SUBJECT: OTTOSEN Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the OTTOSEN Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the OTTOSEN Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to KAREN LENANE by 03/17/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>22</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>22</u>

If you have any comments on alternate means of providing services to the OTTOSEN customers, please provide them below:

KAREN LENANE
Post Office Review Coordinator

Comments:

Farmer's coop, Roze trucking, Banwart Farms, Paul's body shop, the quilted garden, Bennet Sanitation, Veronica Fowler (avon), Community club, Trinity Lutheran Church, Sheila B Jewelry, Danniela Friedofson (Scency), Fowler Repair, City of Ottosen, Jacobson Seed Farm, Welter Popcorn, Ottosen Fire Department, Banwart Trucking, Tina Marie's Cakes, Lounsbury Ins, Twin Rivers Kennels, B&B Hoe Farm, Romona Kinseth (Fuller Brush), Riverfront Outdoors

cc: Official Record

02/23/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the OTTOSEN Post Office, 50570 - 8751, located in Humboldt County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

NBR records of mail theft or vandalism: 0

Comments/Findings:

cc: Official Record



02/28/2011

*Humboldt County Sheriff's Department
430 Sumner Ave # 2
Humboldt LA 50548-1724*

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the OTTOSEN Post Office, 50570 - 8751, located in Humboldt County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date.

Thank you for your assistance in this matter

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC

*110 Brady Ave
50570*

Enclosure: Return Envelope

Nbr records of mail theft or vandalism:

Comments/Findings:

Nothing found - Sheriff Kruger 3-3-2011

cc: Official Record

Post Office Survey Sheet

Post Office Name	<u>OTTOSEN</u>	ZIP+4	<u>50570-8751</u>
Congressional District	<u>IA-04</u>	Date	<u>03/28/2011</u>

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.
no deficiencies
2. Is the facility accessible to persons with disabilities? ☒ Yes ☐ No
3. Lease terms? 30-day cancellation clause? 5/31/2015 No
4. Are suitable alternate quarters available for an independent Post Office? If so, where?
Management Initiated
5. List potential CPO sites.
Management Initiated
6. Are there any postage meter customers or permit mailers? ☐ Yes ☒ No
 If yes, please identify them by name and address.
None
7. Which career and noncareer employees will be affected and what accommodations will be made for them?
No career employees, non career employee is the PMR in Livermore she will return to her assigned office.
8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?
Mail is currently received in the office via the Rural Carrier around 11:15 am and dispatched by the carrier at the same time.

How Post Office boxes are installed?	<u>60</u>
How Post Office boxes are used?	<u>22</u>
What are the window service hours?	<u>08:00 - 11:30 - 13:00 - 16:15 M-F</u>
	<u>10:00 - 12:00 S</u>
What are the lobby hours?	<u>8:00am - 4:15pm M-F</u>
	<u>10:00am-12:00pm S</u>
9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.
None

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)? None
11.	List potential CBU/parcel lockers sites and distances from present Post Office site. City Property
12.	Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated? None
13.	<p>Rural delivery/HCR delivery</p> <p>a. What is current evaluation? 146</p> <p>b. Will this change result in the route being overburned? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If so, what accommodations will be made to adjust the route?</p> <p>c. How many boxes and miles will be added to the route? 22, box 0 Miles</p> <p>d. What would be the additional annual expense if the route is increased? 1561</p> <p>e. What is the one-time cost of CBU/parcel locker installation (if appropriate)? 1202</p> <p>f. At what time of the day does the carrier begin delivery to the community? 11:15</p> <p>Will this delivery time be affected if the office is discontinued? (Y or N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If so, how? 0</p>
14.	<p>Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? <input type="checkbox"/> More <input checked="" type="checkbox"/> Same <input type="checkbox"/> Less</p> <p>_____</p>

Community Survey Sheet

Community Survey Sheet

Post Office Name	<u>OTTOSEN</u>	ZIP+4	<u>50570-8751</u>
Congressional District	<u>1A-04</u>	Date	<u>03/28/2011</u>

1. Incorporated? ☒ Yes ☐ No
Local government provided by: Mayor and council
Police protection provided by: County of Humboldt sheriff office
Fire protection provided by: Ottosen Fire Department
School location: West bend and Twin Rivers
2. What population growth is expected? (Please document your source)
None Facilities Planning Website
3. What residential, commercial, or business growth is expected? (Please document your source)
None
- History. (Are there any special historical events related to the community?)
Are there any special community events to consider?
Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
Check with the field real estate office when verification is needed.)
None
4. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
Combination
5. Which nonpostal services are provided by the Post Office (e.g., public bulletin board, school bus stop, community meeting location, voting place, government form distribution center. Do employees of the office offer assistance to senior citizens and handicapped)?
What provisions can be made for these services if the Post Office is discontinued?
Public Bulletin Board

Highway Contract Route Cost Analysis Form

Highway Contract Route Estimated Cost for Alternative Service

Office Name: OTTOSEN

Office Zip+4: 50570 -8751

District: HAWKEYE PFC

- | | | | | |
|----|----------------------------------------------------------------------------------------|-------------|--------------------------------------|-------------|
| 1. | Enter the number of additional boxes to be added to the route | <u>0</u> | x 3.64 hours per year | <u>0.00</u> |
| 2. | Enter the number of additional miles to be added to the route | <u>0.00</u> | x 10.40 hours per year | <u>0.00</u> |
| | | | Total time added to the route | <u>0.00</u> |
| 3. | Enter the HCR hourly rate
(Contact Area Manager, Purchasing/Contracting Officer) | | | <u>0.00</u> |
| | Total additional compensation (HCR hourly rate x total time added to the route) | | | <u>0.00</u> |

Rural Route Cost Analysis Form

Docket: 1378441 - 50570
Item Nbr: 17
Page Nbr: 2

Rural Route Carrier Estimated Cost for Alternative Replacement Service

Office Name: OTTOSEN
Office Zip+4: 50570 -8751 District: HAWKEYE PFC

- | | | | | |
|----|---------------------------------------------------------------------------------------------------|-----------------|-----------------------|-----------------|
| 1. | Enter the number of additional boxes to be added to the rural route | <u>22</u> | | |
| 2. | Enter the number of additional miles to be added to the route | <u>0.50</u> | | |
| | Enter the volume factor | <u>2.98</u> | | |
| | Total (additional boxes x volume factor) | | | <u>65.56</u> |
| 3. | Enter the number of additional boxes to be added to the rural route | <u>22</u> | | |
| | Centralized boxes | <u>22.00</u> | x 1.00 Min | <u>22.00</u> |
| | Regular L route boxes | <u>0.00</u> | x 1.82 Min | <u>0.00</u> |
| | Regular Non-L route boxes | <u>0.00</u> | x 2.00 Min | <u>0.00</u> |
| | Total additional box allowance | | | <u>22.00</u> |
| 4. | Enter the number of additional daily miles to be added to the rural route | <u>0.50</u> | x 12 Mileage Standard | <u>6.00</u> |
| | Total additional minutes per week (miles carried to two decimal places) | | | <u>93.56</u> |
| 5. | Total additional annual minutes (additional minutes per week year) | <u>93.56</u> | x 52 Weeks | <u>4,865.12</u> |
| 6. | Total additional annual hours (additional annual minutes/ 60 minutes per hour) | <u>4,865.12</u> | / 60 Minutes | <u>81.09</u> |
| 7. | Enter the rural cost per hour (see national payroll summary report - rural carrier, consolidated) | <u>34.88</u> | | |
| | Total Annual Cost (additional annual hours x rural cost per hour) | | | <u>2,828.26</u> |
| 8. | Enter lock pouch allowance (if applicable) | | | <u>1267.00</u> |
| | Total annual cost for alternate service (annual cost minus lock pouch allowance) | | | <u>1,561.26</u> |

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared 04/26/2011
2. Post Office Name OTTOSEN		3. State and ZIP + 4 Code IA, 50570-8751		
4. District, Customer Service HAWKEYE PFD	5. Area, Customer Service WESTERN	6. County Humboldt	7. Congressional District IA-04	
8. Reason for Proposal to Discontinue Study for discontinuance based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.		9. PO Emergency Suspension (983300 and Data) No Suspension		10. Proposed Permanent Alternate Service
11. Staffing				
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: retired Occupied 04/03/2008		b. Time M-F 08:00 - 11:30 - 13:00 - 16:15 Sat 10:00 - 12:00 Total Window Hours Per Week 35.70		
c. <input type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career		d. Lobby Time M-F 8:00am - 4:15pm Sat 10:00am - 12:00pm		
e. Current PM POSITION Level (151)EAS-55 Downgraded from EAS-65				
f. No. of Clerks-0 No. of Career-0 No. of Non-Career-0				
g. No. of Others-1 No. of Career-0 No. of Non-Career-1				
12. Hours of Service				
13. Number of Customers Served				
a. General Delivery 0		Types of Mail Received Dispatched		
b. P.O. Box 22		a. First-Class 105 67		
c. City Delivery 0		b. Newspaper 36 0		
d. Rural Delivery 0		c. Parcel 1 1		
e. Highway Contract Route Box 0		d. Other 1 2		
f. Total 22		e. Total 143 60		
g. No. Receiving Duplicate Service 0		f. No. of Postage Meters 0		
h. Average No. Daily Transactions 11.70		g. No. of Permits 0		
14. Daily Volume (Pieces)				
Finances a. FY 2008 2009 2010		Receipts \$ 20,870 \$ 19,415 \$ 18,320		b. EAS Step 1 PM Basic Salary (no Cost) \$ 23026
				c. PM Fringe Benefits (33.5% of b.) \$7,754
15. Quarters				
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 03/31/2015 Annual Lease \$ 4800				
30-day cancellation clause? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by)		
Located in: <input type="checkbox"/> Business <input type="checkbox"/> Home <input checked="" type="checkbox"/> Other		Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16. Explain:				
17. Schools, Churches and Organizations in Service Area No. 1 Timmy Lutheran Church		18. Administrative/Emulating Office (Proposed) Name BODE PO EAS Level 13 Miles Away 7.0 Window Service Hours M-F 08:30-16:00 SAT 08:30-09:00 Lobby Hours M-F 7:30am-4:15pm SAT 7:30am-2:15pm PO Boxes Available 140		
19. Businesses in Service Area No. 22 Farmers Coop Rice trucking Benway Farms Pauls body shop The quilted garden Barner Sanitation Avon Community club Shelia B Jewellery Sencory Fowler Repair City of Ottosen Jacobson Seed Farm Weber Popcorn Ottosen Fire Department Benway Trucking Tina Maries oaks Lounsbury Ins Twin Rivers Kennels Band B Hoe Farm Fuller Bush Riverfront Outdoors		20. Nearest Post Office (if different from above) Name BODE PO EAS Level 13 Miles Away 7.0 Window Service Hours M-F 08:30-16:00 SAT 08:30-09:00 Lobby Hours M-F 7:30am-4:15pm SAT 7:30am-2:15pm PO Boxes Available 140		
21. Prepared by				
Printed Name and Title ANGIE GREEN		Signature ANGIE GREEN		Telephone No. AC 1 (319) 395-2902
PO Discontinuance Coordination Name KAREN LENANE		Telephone No. AC 1 (319) 395-2902		Location CEDAR RAPIDS, IOWA



A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 185948
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

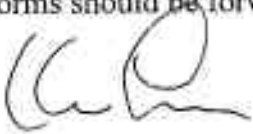
Date: 03/28/2011
Fax No: (319) 399-5502

03/25/11

OIC/POSTMASTER

SUBJECT: OTTOSEN Post Office

Enclosed are questionnaires addressed to customers of the OTTOSEN Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 04/10/11 for further review.



Karen Lenane
Post Office Review Coordinator
Enclosures

Docket: 1376441 – 50570

Item Nbr: 21

Page Nbr: 1



03/25/2011

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The postmaster at the OTTOSEN Post Office retired on 04/03/2008. A review of the business activities of the Post Office revealed that the office workload had declined. Our office review revealed an average 11.70 daily retail window transactions. This reduced workload suggests that the maintenance of an independent office at OTTOSEN Post Office may not be warranted.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, to cluster box units. This service would be performed by a rural route carrier emanating from the BODE PO and would involve closing our operation at the Ottosen Post Office.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the BODE PO, located 7.0 miles away. Hours of service at this office are 8:30-12:15 and 1:15-4:00, Monday through Friday, and 8:30-9:00am on Saturday. Post Office box service is available at this location at the same fees.

I invite you to think about a possible change to rural delivery. Please return the enclosed questionnaire by 04/11/2011 using the pre-addressed envelope provided or at the community meeting.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the Ottosen Community Club on 04/11/2011 from 7:00 pm to 8:00 pm to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Karen Lenane at (319) 399-2902.

Thank you for your assistance.

Sincerely,

Angie Green for Janan O'Brien

JANAN O'BRIEN

Manager, Post Office Operations

PO Box 9998

Cedar Rapids, Iowa, 52408-9998

Enclosures:

Questionnaire and return envelope
Summary of Post Office Change Regulations,
Carrier delivery information CBU information sheet



Postal Customer Questionnaire

SECRET NO. 1376441-50570
FORM NO. 21
DATE 2

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- | | | |
|----------------------------------|------------------------------|-----------------------------|
| a. Entering permit mailings | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Resetting/using postage meter | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Nonpostal Services

- | | | |
|------------------------------------------------------------------|------------------------------|-----------------------------|
| a. Picking up government
forms (such as tax forms) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Using for school bus stop | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Assisting senior citizens,
persons with disabilities, etc. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: _____

- | | | |
|--------------------------------|------------------------------|-----------------------------|
| d. Using public bulletin board | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Other | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: _____



POCKET NO.

OFFICE NO.

FILE

1376441-50570

21

3

-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐No ☐

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐Just as Good ☐No Opinion ☐Worse ☐

Please explain: _____

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☐ _____Personal needs ☐ _____Banking ☐ _____Employment ☐ _____Social needs ☐ _____

5. Do you currently use local businesses in the community?

Yes ☐No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☐No ☐Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.

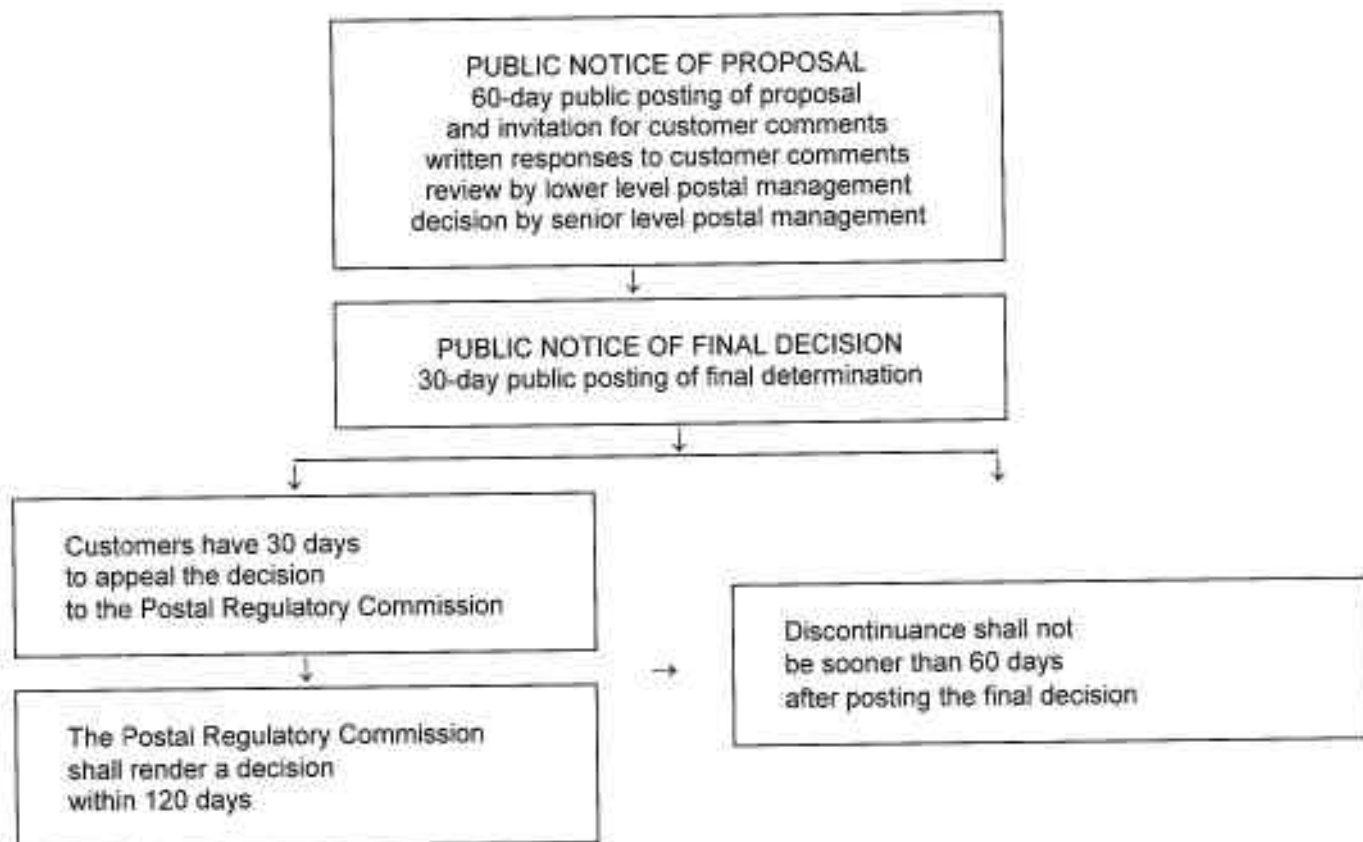
SUMMARY OF POST OFFICE CHANGE REGULATIONS

PROJECT NO. 1376441-50590
ITEM NO. 21
PAGE 4

Certain regulations based on federal law apply when postal managers propose to replace a post office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory regulations appears in Title 39, United States Code, Section 404(b), while the implementing regulations appear in Title 39, Code of Federal Regulations, Part 241.3.

An initial investigation and any subsequent formal proposal to discontinue a post office originate with postal field managers responsible for post offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected post offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected post offices for 30 days, during which customers may appeal the decision to the Postal Regulatory Commission in Washington, DC. The Postal Regulatory Commission has 120 days to consider and decide an appeal. Even without an appeal, no post office may be closed sooner than 60 days after the public posting of the final decision.



BUCKET NO. 1376441-50570
ITEM NO. 21
PAGE 5



POST OFFICE ON WHEELS SERVICES AVAILABLE FROM RURAL AND HIGHWAY CONTRACT ROUTE CARRIERS

You can eliminate almost all trips to the Post Office, because doing business with the Postal Service is as close as your mailbox. The carrier can provide virtually all postal services to you, and most transactions do not require meeting the carrier at the mailbox. Some of the most frequently used services are:

MAILING PACKAGES

Carriers will accept packages at the mailbox without a customer being present, provided the postage is fully prepaid, and the customer is known to reside or conduct business at that collection point. The package **MUST** have a matching return address that is the same as the collection point. If postage has not been applied, estimate the amount of postage needed and leave the money in the mailbox. If insurance is desired, the value of the contents must be specified. The carrier will take the package to the Post Office, and it will be weighed to determine the appropriate rate. The package will be mailed that same day. The carrier will leave the customer's change and insurance receipt, if appropriate, in the mailbox on the next delivery day.

PURCHASING STAMPS BY MAIL

The Stamps by Mail program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, *Stamp Purchase Order (Rural)*, available from the Post Office or the carrier. Commemorative stamps and stamp-collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the United States Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the Post Office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as Certified, Registered, Express Mail, Delivery Confirmation, Signature Confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the Post Office during their absence. Upon return, the customer asks the Post Office to resume delivery.



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes ☐ No ☒
- b. Resetting/using postage meter Yes ☐ No ☒

Nonpostal Services

- a. Picking up government
forms (such as tax forms) Yes ☐ No ☒
- b. Using for school bus stop Yes ☐ No ☒
- c. Assisting senior citizens,
persons with disabilities, etc. Yes ☐ No ☒

If yes, please explain: _____

- d. Using public bulletin board Yes ☒ No ☐
- e. Other Yes ☐ No ☐

If yes, please explain: _____



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐

No ☒

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐

Just as Good ☐

No Opinion ☐

Worse ☒

Please explain: Because we will have to go to Bode for
mail service. with there hours it will be
terrible

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒ Humboldt or Algonu

Personal needs ☒ Humboldt

Banking ☒ West Bend

Employment ☒ Ottosen

Social needs ☐ _____

5. Do you currently use local businesses in the community?

Yes ☒

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☒

No ☐

Name: Robert Bleuer
(please print your name)

Address: PO Box 64 Ottosen, IA 50570

Telephone number: 515-379-2069 Date: 3/29/11

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



DOCKET NO
ITEM NO
PAGE

04/07/2011

ROBERT BLEUER

PO BOX 64
, 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the OTTOSEN Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the OTTOSEN Post Office should be pursued, a formal proposal will be posted in the OTTOSEN Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

Angie Green for JaNan O'Brien

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

BUCKET NO. 1376441-50570
FORM NO. 22
4



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

- | | | |
|----------------------------------|------------------------------|----------------------------------------|
| a. Entering permit mailings | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b. Resetting/using postage meter | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Nonpostal Services

- | | | |
|------------------------------------------------------------------|------------------------------|----------------------------------------|
| a. Picking up government
forms (such as tax forms) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b. Using for school bus stop | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Assisting senior citizens,
persons with disabilities, etc. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: _____

- | | | |
|--------------------------------|-----------------------------------------|-----------------------------|
| d. Using public bulletin board | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| e. Other | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

If yes, please explain: Special events

P.S.

you will do ~~what~~ it the way you
want to anyway. You should start from
the Postal Office.



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs? Yes ☐ No ☒

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐ Just as Good ☐ No Opinion ☒ Worse ☐

Please explain: _____

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒ Humboldt Ft. Dodge Algona
Personal needs ☒ Same
Banking ☒ West Bend
Employment ☐
Social needs ☐

5. Do you currently use local businesses in the community?

Yes ☒ No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☐ No ☒

Name: FRANK HACKER
(please print your name)

Address: 210 Bryan Ave P.O. Box 65

Telephone number: 515/379/2713 Date: 3/27/11

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



DOCKET NO.

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PAGE

04/07/2011

FRANK HACKER

PO BOX 65
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the OTTOSEN Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the OTTOSEN Post Office should be pursued, a formal proposal will be posted in the OTTOSEN Post Office(s) at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script that reads "Angie Green for JaNan O'Brien".

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

DOCKET NO.

13 76441-505 70

ITEM NO.

22

PAGE

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Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

- | | | |
|----------------------------------|------------------------------|----------------------------------------|
| a. Entering permit mailings | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b. Resetting/using postage meter | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

Nonpostal Services

- | | | |
|------------------------------------------------------------------|------------------------------|----------------------------------------|
| a. Picking up government
forms (such as tax forms) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b. Using for school bus stop | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| c. Assisting senior citizens,
persons with disabilities, etc. | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

If yes, please explain: _____

- | | | |
|--------------------------------|------------------------------|----------------------------------------|
| d. Using public bulletin board | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| e. Other | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

If yes, please explain: _____



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☒

No ☐

If yes, which offices: Algona

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐

Just as Good ☒

No Opinion ☐

Worse ☐

Please explain: Post office is not presently being operated in a manner to be profitable! The post office is presently being operated in a manner similar to a cluster box

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒ Algona

Personal needs ☒ Algona

Banking ☒ Algona

Employment ☐

Social needs ☐

5. Do you currently use local businesses in the community?

Yes ☒

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☒

No ☐

Name: Kevin Walker Farmers Cooperative Elevator
(please print your name)

Address: P.O. Box 8

Telephone number: 515-379-1065 Date: 4/11/11

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



04/19/2011

KEVIN WALKER FARMERS COOPERATIVE ELEVATOR
PO BOX 8
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ottosen Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ottosen Post Office should be pursued, a formal proposal will be posted in the Bode Post Office and Ottosen Post Office at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in black ink that reads "JaNan M. O'Brien". The signature is written in a cursive, flowing style.

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

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Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

a. Entering permit mailings	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Resetting/using postage meter	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Nonpostal Services

a. Picking up government forms (such as tax forms)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Using for school bus stop	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
c. Assisting senior citizens, persons with disabilities, etc.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If yes, please explain: _____

d. Using public bulletin board	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
e. Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If yes, please explain: _____

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2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐

No ☒

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐

Just as Good ☐

No Opinion ☐

Worse ☒

Please explain:

FAR WORSE - STOLEN
MAIL FROM EX - BROKEN
MAIL BOXES ETC!

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒

Personal needs ☒

Banking ☒

Employment ☒

Social needs ☒

NONE
IN
OTTAWA

5. Do you currently use local businesses in the community?

Yes ☒

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☐

No ☐

Name: STEVE BRUNELMAN

(please print your name)

Address: Box 25

Telephone number: _____ Date: 3-31-11

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



04/19/2011

STEVE BRUELLMAN

PO BOX 25
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ottosen Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

If it is determined that a discontinuance of the Ottosen Post Office should be pursued, a formal proposal will be posted in the Bode Post Office and Ottosen Post Office at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in black ink that reads "JaNan M. O'Brien". The signature is written in a cursive, flowing style.

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998



Postal Customer Questionnaire

Am answering for a Business Box

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes ☐ No ☒
 b. Resetting/using postage meter Yes ☐ No ☒

Nonpostal Services

- a. Picking up government
forms (such as tax forms) Yes ☒ No ☐
 b. Using for school bus stop Yes ☒ No ☐
 c. Assisting senior citizens,
persons with disabilities, etc. Yes ☒ No ☐

If yes, please explain: post office is used in bad weather by school children and senior citizens while waiting for busses, School holds senior citizen dinners at other towns and pick them up to go to the meals

- d. Using public bulletin board Yes ☒ No ☐
 e. Other Yes ☐ No ☐

If yes, please explain: If we loose the post office, we will have no place that the town's people go to put up signs, etc. How are we to know where where flu shot clinics are held, etc.

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UNITED STATES
POSTAL SERVICE

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2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐No ☒

If yes, which offices: I'm retired - don't go any where
unless it is a necessity - cost of gas - try to keep
it down

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐Just as Good ☐No Opinion ☐Worse ☒

Please explain: lockers etc are subject to the weather elements
(frozen locks)

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping

☒ I may go to Ft Dodge, but PO in Ft Dodge

Personal needs

☒ is not located so it is easily accessible to the

Banking

☒ Do all my banking by mail Public - on
Far east

Employment

☐ Side of town

Social needs

☒ not doing postal business at that time -
most are evening activities

5. Do you currently use local businesses in the community?

Yes ☒No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☒No ☐

Name:

Ronna Lounsbery
(please print your name)

Address:

506 2nd St Ottosen IA 50570

Telephone number:

515 379-1799

Date:

4/1/11

Please add any additional comments on a separate piece of paper and attach it to this form.
 Thank you for taking the time to complete this questionnaire.

Ronna Lounsbury - retired postmaster Ottosen
Angie Green,
You say you have looked the situation over, SCRIPT NO. 1376441-50570
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Have you REALLY looked over the WHOLE situation,
From what I understand in area 2 Room - Ottosen
is the ONLY office looked into to close,
WHAT ABOUT THE REST OF THE OFFICES
IN THE AREA? I know for a fact that
there are at least 2 other offices - manned by
a PMR (No PM) and their revenue is less
than Ottosen's. So WHY AREN'T THEY BEING
CLOSED? Someone wants Ottosen closed so
they can get more revenue for their office,
Well they have a rude awakening. Most of
the revenue of the Ottosen office will go to
other offices because of it - (if Ottosen is closed)
I know the office contract was negotiated right
after I retired and at that time was for a 5
year contract. So there should be at least
2-3 years left on the building contract. You
could lower the office to a 4-hr. a day
office and then look at it again when
the contract runs out, That makes more
sense to me. And look into the other
offices in the area and PLAY "FAIR BALL"
with closing them

Ronna



04/19/2011

RONNA LOUNSBERRY

506 2ND STREET
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ottosen Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ottosen Post Office should be pursued, a formal proposal will be posted in the Bode Post Office and Ottosen Post Office at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in black ink that reads "JaNan M. O'Brien".

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998



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Memo to the record
4/7/2011

A name and address was not provided with this questionnaire. As a result, a response will not be provided.

Angie Green

Angie Green
Post Office Review Investigator



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing parcels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Picking up Post Office box mail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

- a. Entering permit mailings Yes ☐ No ☒
- b. Resetting/using postage meter Yes ☐ No ☒

Nonpostal Services

- a. Picking up government
forms (such as tax forms) Yes ☐ No ☒
- b. Using for school bus stop Yes ☒ No ☐
- c. Assisting senior citizens,
persons with disabilities, etc. Yes ☒ No ☐

If yes, please explain: _____

- d. Using public bulletin board Yes ☒ No ☐
- e. Other Yes ☐ No ☐

If yes, please explain: _____



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☐

No ☒

If yes, which offices: _____

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☐

Just as Good ☐

No Opinion ☐

Worse ☐

Please explain: _____

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒ _____

Personal needs ☒ _____

Banking ☒ _____

Employment ☒ _____

Social needs ☒ _____

5. Do you currently use local businesses in the community?

Yes ☒

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☒

No ☐

Name: _____
(please print your name)

Address: _____

Telephone number: _____ Date: _____

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



Postal Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the Ottosen Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Seldom
b. Mailing letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Seldom
c. Mailing parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Seldom
d. Picking up Post Office box mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Picking up general delivery mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Seldom
g. Obtaining special services, including Certified mail, Registered mail, Insured mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Seldom
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other postal services:

a. Entering permit mailings	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Resetting/using postage meter	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Nonpostal Services

a. Picking up government forms (such as tax forms)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b. Using for school bus stop	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
c. Assisting senior citizens, persons with disabilities, etc.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If yes, please explain: _____

d. Using public bulletin board	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
e. Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

If yes, please explain: _____



-2-

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

Yes ☒

No ☐

If yes, which offices: Algona

3. If you now receive carrier delivery, there will be no change to your delivery service - proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section.

How do you think carrier route delivery service to cluster box units with individually locked mail compartments and parcel lockers would compare with present service?

Better ☒

Just as Good ☐

No Opinion ☐

Worse ☐

Please explain: I can receive my mail at home instead of away from my house

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

Shopping ☒ Algona

Personal needs ☒ Algona

Banking ☒ Algona

Employment ☒ Algona

Social needs ☒ Algona

5. Do you currently use local businesses in the community?

Yes ☒

No ☐

If yes, would you continue to use them if the Post Office is discontinued?

Yes ☒

No ☐

Name: CHARLES & Metzula FORD
(please print your name)

Address: PO Box 36, Othosen, IA

Telephone number: 575-368-0788 Date: 3-27-11

Please add any additional comments on a separate piece of paper and attach it to this form.
Thank you for taking the time to complete this questionnaire.



04/20/2011

CHARLES METZULA
PO BOX 36
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ottosen Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

If it is determined that a discontinuance of the Ottosen Post Office should be pursued, a formal proposal will be posted in the Bode Post Office and Ottosen Post Office at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in black ink that reads "JaNan M. O'Brien". The signature is written in a cursive, flowing style.

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the OTTOSEN Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation <i>when needed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Postal Services

- a. Entering permit mailings ☐ YES ☒ NO
- b. Resetting/using postage meter ☐ YES ☒ NO

Nonpostal Services

- a. Picking up government forms (such as tax forms) ☐ YES ☒ NO
- b. Using for school bus stop ☐ YES ☒ NO
- c. Assisting senior citizens, persons with disabilities, etc. ☐ YES ☒ NO

If yes, please explain:

- d. Using public bulletin board ☒ YES ☐ NO
- e. Other ☐ YES ☐ NO

If yes, please explain:

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☒ NO

If yes, please explain:



- If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive
3. Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service compares to your current service?

☐ Better ☐ Just as Good ☐ No Opinion ☐ Worse

If yes, please explain:

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☒ Shopping We try to do our errands in one day.
wherever we need to go - about every 2 wks.

☒ Personal needs " " " " " " " "

☒ Banking Humboldt

☐ Employment Retired

☒ Social needs We attend church in West Bend-

5. Do you currently use local businesses in the community?

☒ Yes ☐ No

If yes, would you continue to use them if the ~~Post Office is discontinued?~~

☐ Yes ☐ No

dumb idea -

Name: Allan + Charlotte Wehrspann

Address: 1002 Elm Ave

Telephone: 515-379-1740

Date: 4/14/11

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

POSTAL NO.

1376441-50570

DATE NO.

22

25

Good Morning,

This plan to close small town post offices is upsetting to us. Can we use some common sense? How many will you have to close to make a significant difference? Our idea? Start at the top where most of the money is spent, especially on CEO's. Quit sweating the small stuff! In my humble opinion, they do not deserve their huge salaries. How do they get them? By getting rid of the little guy.

We realize we choose to live in what they probably call "the sticks". We will never be comfortable in the city. We still deserve to enjoy comforting amenities, like electricity, telephone, post office, etc.

*My husband was born in the home we still live in. I was born and raised two miles south of here. This is our home. We do not go to the post office every day, but when we do go, we are treated cordially and we catch up on their families as well as sharing ours. This is the core of small town living. **Please, do not destroy it!!***

Sincerely,

*Allan and Charlotte Wehrspann
1002 Elm Ave.
Ottosen, IA. 50570*



This is the day the LORD has made; let us rejoice and be glad in it. Psalm 118:24



04/25/2011

ALLAN AND CHARLOTTE WEHRSPANN
1002 ELM AVE
OTTOSEN, IA 50570

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Ottosen Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You asked why the post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Ottosen Post Office should be pursued, a formal proposal will be posted in the Bode Post Office and Ottosen Post Office at a later date. If you have additional questions or comments, please feel free to contact Karen Lenane at (319) 399-2902.

Sincerely,

A handwritten signature in cursive script that reads "JaNan M. O'Brien".

JaNan O'Brien
Manager, Post Office Operations
PO Box 9998
Cedar Rapids, Iowa, 52406-9998

Postal Service Customer Questionnaire Analysis

Questionnaires were distributed to all delivery customers of the OTTOSEN Post Office on 03/25/2011. Additionally, during the survey period, questionnaires were available at the OTTOSEN Post Office to walk-in retail customers.

1. Number of Questionnaires

Total questionnaires distributed	22
Favorable to proposal	3
Unfavorable to proposal	3
Expressing no opinion	3
Total questionnaires received	8

Postal Concerns

The following postal concerns were expressed

1. Concern (Favorable):
 No Concern
 Response:
2. Concern (No Opinion):
 Customers asked why their post office was being discontinued while others were retained.
 Response:
 You asked why the post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
3. Concern (No Opinion):
 Customers asked why their post office was being discontinued while others were retained.
 Response:
 You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
4. Concern (No Opinion):
 No Concern
 Response:
5. Concern (Unfavorable):
 Customers were concerned about having to travel to another post office for service.
 Response:
 You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
6. Concern (Unfavorable):
 Customers were concerned about mail security.
 Response:
 You expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

Nonpostal Concerns

The following nonpostal concerns were expressed



Community Meeting Roster

CKET NO. 1376441-50570
1141 NO. 24

Postal Service Representatives (Names and Titles):

Argie Green - Post Office Review

Date: 4/11/11

Time: 7:00

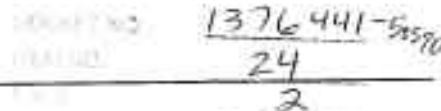
JaNan OBrien - Manager PO operations

Total Number of Customers Present: 29 Place: Otosen Community Club

This document may become a part of the official record that will be available for public viewing.

Names of Customers Present:

Name	Mailing Address (optional)	ZIP Code	Phone Number
Archie Green	P.O. Box 37	50570	515-379-1651
Sandy Mickelson	1114 713 Central Ave	50501	515-573-2141
Bruce Watrom	120 County Club Dr	50548	515-332-4458
Christa Hueston	1165 Colorado Ave	50570	379 1395
Ruby Hueston	1165 Colorado Ave	50570	515-379-1375
Ramona Kenneth	P.O. Box 7	50570	515-379-1379
Robert M. Kinzel	109 Kinzel Ave Box	50570	515-379-1399
Kevin Walker (Farmer, Corp)	Box 8	50570	515-379-1065
Hest Thompson	1005 8th St NW	50548	515-332-1208
Paul Hueston	Box 35	50570	515-379-2598
Ramona Hueston	P.O. Box 35	50570	515-379-2128
Roger Tomasky		50570	515-379-1799
Ramona Tomasky	P.O. Box 95	50570	515-379-1799
Eugenia Bach	Box 65	50570	515 379-2713
Jan Brown	409 Cord Rd	50570	515-379-2763
Carol Wofford	1226 120th St	50570	515-379-1463
Frank Pogoda	PO 105	50570	515-379-2713
Theresa J. Miller	PO Box 44	50570	515-379-1935
Christopher Schatz	1128 100th St	50570	515-379-2710
Lori Schmidt			
Monte Norton	207 Bryan Ave	50570	515-379-2824
Nina Blum	1114 713 Central Ave		
Virginia Hanna	THOR TR		former office



Postal Service Representatives (Names and Titles):

Date: _____

Time: _____

Total Number of Customers Present: _____ Place: _____

This document may become a part of the official record that will be available for public viewing.

[illegible]

Postal Service Customer Community Meeting Analysis

(categorize customer concerns as postal or nonpostal and provide the Postal Service response for each.)

Postal Concerns

1. Concern (Unfavorable):
Response:
2. Concern (Unfavorable):
Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages
Response:
You expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
3. Concern (Unfavorable):
Customer expressed a concern about irregular hours that the rural route serves the community
Response:
You expressed a concern about irregular hours that the rural route serves the community. Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 7 miles away.
4. Concern (Unfavorable):
Customer expressed a concern about package delivery and pickup
Response:
You expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off of the line of travel, at a designated place, such as on your porch or under a carport.
5. Concern (Unfavorable):
Customers asked why their post office was being discontinued while others were retained
Response:
You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.
6. Concern (Unfavorable):
Customers were concerned about having to travel to another post office for service
Response:
You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
7. Concern (Unfavorable):
Customers wanted to know what qualified as a "transaction" - per the letter stating Ottosen conducted an average 11.7 window transactions per day. Customers also wanted to know why the survey was conducted without their knowledge and wondered if it was the "slow" period for incoming mail.
Response:
A transaction consists of a visit by a postal patron at the counter conducting postal business. The survey was conducted representing a fair and impartial number count as the slow period of incoming mail and dispatched mail is typically in the summer months.
8. Concern (Unfavorable):
Customers expressed concern for loss of community identity
Response:
You expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
9. Concern (Unfavorable):
Customers felt the loss of a post office would have a detrimental effect on the business community
Response:

1. The suspension is temporary and will be discontinued when the need for the post office service has been met or is diminishing.

Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.

10. Concern (Unfavorable):

Customers questioned the economic savings of the proposed discontinuance

Response:

You questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

11. Concern (Unfavorable):

If we have an alternate delivery of CBU's, will there be enough room to accomodate mail?

Response:

Each CBU space is a very large space measuring approximately 17" in length, 12" wide and 4" tall. If mail accumulates, the carrier will return that individual's mail back to the administrative post office.

12. Concern (Unfavorable):

Will another meeting be scheduled so the rural customers can be notified?

Response:

No, letters are sent to those delivery address directly effected by a possible discontinuance. Rural delivery would not be effected by an Ottosen Post Office discontinuance.

13. Concern (Unfavorable):

Customers were concerned about obtaining services from the carrier

Response:

You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

Nonpostal Concerns



DOCKET NO. 1376441-50570
ITEM NO. 26
PAGE 1

Memo to the record

4/19/2011

Re: Community Meeting Letter

The questionnaire letter and the community meeting letter were combined into one letter as seen in item 21. No need to have another community meeting letter.

A handwritten signature in cursive script that reads "Angie Green".

Angie Green
Post Office Review Investigator



A. Office

Name: OTTOSEN
Area: WESTERN
Congressional District: IA-04
EAS Grade: 55
Post Office: ☒ Classified Station ☐ State: IA Zip Code: 50570
District: HAWKEYE PFC
County: Humboldt
Finance Number: 185948
Classified Branch ☐ CPO ☐

This form is a place holder for number 27. There was not a petition recieved.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 04/15/2011
Fax No: (319) 399-5502

DOCKET NO 1376441-50570
ITEM NO 27
PAGE 1



May 27, 2011

The Honorable Charles E. Grassley
United States Senator
120 Federal Courthouse Building
320 6th Street
Sioux City, IA 51101-1244

Dear Senator Grassley:

This responds to your May 2 letter on behalf of the residents of Ottosen, regarding the Post Office in that community.

Thank you for sharing your constituents' concerns about the Ottosen Post Office. As you are aware, the U.S. Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. As a result of dramatic declines in mail volume, the Postal Service continues to experience significantly reduced revenue. In fact, over the past five years, mail volume has declined by 43.1 billion pieces, customer visits have decreased by 200 million, and retail transactions have diminished by \$2 billion. In order to sustain universal mail service to the American people, we are taking every action within our control to cut costs and streamline operations across the organization.

Hawkeye District officials confirm that the Ottosen Post Office is being studied for possible discontinuance. The study is ongoing, and no final decision has been made. Please be assured that postal officials are devoting careful attention to this study, and customers will be notified in advance of any changes that may affect service in their area.

During this process, postal managers will consider the effect on the community and postal employees, the ability to provide a maximum degree of effective and regular postal services to the affected community, and potential economic savings. Customers of an office considered for closing are provided opportunities, through questionnaires and public meetings, to share their concerns and views both on the action and on mail service alternatives. Before the Postal Service makes a decision to close or consolidate an independent Post Office, we comply with all the stipulations mandated by federal law. All final decisions are subject to review by the independent Postal Regulatory Commission, and the discontinuance procedures contained in Title 39, United States Code, are exercised before an independent Post Office can be permanently closed. If an office is closed, the office name is retained for use in local mailing addresses to preserve community identity.

DOCKET NO 1376441-50570
ITEM NO 27
PAGE 2

Page 2

Please be assured that any decision to discontinue operations at the Ottosen Post Office will carefully balance our universal service responsibility and our statutory duty to operate in an efficient manner. Consideration of such matters will help ensure that the Postal Service furnishes a maximum degree of regular and effective postal services to the community well into the future.

Thank you for writing. If I can be of assistance in the future, please let me know.

Sincerely,

(signed)

Sheila T. Meyers
Manager, Government Relations

DOCKET NO 1376441-50570
ITEM NO 27
PAGE 3

United States Senate

CHARLES E. GRASSLEY
WASHINGTON, DC 20510-1001

May 2, 2011

Ms. Marie Therese Dominguez
Vice President, Governmental Relations
U.S. Postal Service
475 L'Enfant Plaza SW, Room 10804
Washington, DC 20260-3500

Dear Ms. Dominguez:

I have enclosed copies of the letters which I received from residents of Ottosen, Iowa regarding the current USPS study about the possible discontinuance of the Ottosen Post Office.

I would appreciate your assistance in this matter by adding these letters to the Ottosen file and considering them in your final review. Please send a reply to my Sioux City office, Attn: Jacob Bossman, 120 Federal Courthouse Building, 320 6th Street, Sioux City, Iowa 51101.

Your assistance is appreciated.

Sincerely,



Charles E. Grassley
United States Senator

CEG/jb
Enclosure

Referred to the
JUDICIARY

Committee Assignments

AGRICULTURE
BUDGET
FINANCE

Co-Chairman
INTERNATIONAL NARCOTICS
CONTROL CAUCUS

U.S. SENATE

DOCKET NO 1376441-50570
ITEM NO 27
PAGE 4

FARMERS COOPERATIVE ELEVATOR



KEVIN WALKER, MGR.
P.O. BOX 8
OTTOSEN, IOWA 50570-0008
(515) 379-1065
1-800-392-0001

Senator Chuck Grassley
210 Waterloo Building
531 Commercial Street
Waterloo, IA 50701

Dear Sir:

I am writing to you in regards to an issue with the USPS. On April 11, 2011 a meeting was held concerning the possible closure of the post office here in Ottosen. The reason given was due to the postmaster position being open since April of 2008, and the reduced work load in the office. The postal system wants to close the post office and have our mail be processed in the post office in Bode. This closure would have a definite negative impact on the businesses of this rural community. Farmers Cooperative is one of a few single location cooperatives left in the state, and is a thriving business. All of our postal business is handled through the post office in Ottosen, in the past twelve months we have purchased over \$8000.00 in envelopes and postcards, in the month of March alone we mailed nearly 2900 pieces of mail. Being the manager of a \$35000000 dollar business I understand how important the bottom line is, and that with the declining population in our rural area changes have to be made. My main objection is that Bode has seven businesses in town as does Ottosen however the elevator and the bank are both branch locations, the elevator in Bode has all mailings handled through the main office in Fort Dodge, and I assume that all mailings for the bank are handled at the main office in West Bend. I was employed at the elevator in Bode until April 2009 so I am quite familiar with the businesses in Bode also. Recently they have began processing our mail through the post office in Bode which has delayed our mail service by three to four hours, this has already impacted our business by making it impossible to get our daily deposits to the bank in time to be processed the same day. Some days that can add hundreds of dollars to our interest costs. In my opinion a further study needs to be done to determine postal closings based on the return on investment of all of the post offices in the area, not just target the post offices that have a vacancy. I was informed by a retired postmaster that the closing of this one post office would not even have a minor impact on the operation of the postal system from a profit standpoint. I thank you for your time and consideration of this matter.

Kevin Walker

Kevin Walker
General Manager

Farmers Cooperative Elevator
P.O. Box 8
Ottosen, IA 50570
515-379-1065
kwalker@speednet.com

Good Morning,

This plan to close small town post offices is upsetting to me. Can we use some common sense? How many will you have to close to make a significant difference? My idea? Start at the top where most of the money is spent, especially on CEO's. Quit sweating the small stuff! In my humble opinion, they do not deserve their huge salaries. How do they get them? By getting rid of the little guy.

I realize we choose to live in what they probably call "the sticks". I will never be comfortable in the city. We still deserve to enjoy comforting amenities, like electricity, telephone, post office, etc.

My husband was born in the home we still live in. I was born and raised two miles south of here. This is our home. We do not go to the post office every day, but when we do go, we are treated cordially and we catch up on their families as well as sharing ours. This is the core of small town living. Please, do not destroy it!!

Sincerely,

*Allan and Charlotte Wehrspann
1002 Elm Ave.
Ottosen, IA. 50570*



MARKETING



DOCKET NO 1376441-50570
ITEM NO 27
PAGE 6

June 21, 2011

Linda Lucy
Senator Tom Harkin
350 W 6th St
315 Federal Building
Dubuque, IA 52001-4648

Dear Senator Harkin:

This is in response to your inquiry on behalf of your constituents, the citizens of Ottosen, regarding the Ottosen Post Office.

Thank you for sharing your concerns. The Postal Service is currently conducting a review of postal operations at the Ottosen Post Office. The review is ongoing and no final decision has been made. You can be assured that postal officials are devoting careful attention and effort to this review and customers will be notified in advance of any changes that may affect service in their area.

To ensure that all community issues and concerns are fully explored, questionnaires are available at the Ashton Post Office and a community meeting was held April 11, 2011 to provide an opportunity for customer feedback.

Thank you for the opportunity to address your constituents concerns. Should you have further questions, please do not hesitate to contact the Hawkeye District Consumer Affairs office at 515-251-2330.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dennis McLaughlin".

Dennis McLaughlin,
Manager, Consumer & Industry Contact

DM/pj

Reference: CA105496143

cc: JaNan O'Brien, POOM
Kelly Streit, OIC, Ottosen PO
Angie Green, Post Office Review Investigator

United States Senate

WASHINGTON, DC 20510-1502

COMMITTEES
AGRICULTURE
APPROPRIATIONS
HEALTH, EDUCATION,
LABOR, AND PENSIONS
SMALL BUSINESS

June 17, 2011

Joni Martin, Manager,
US Postal Service Consumer Affairs
PO Box 189996
Des Moines, IA 50318-9996

Dear Ms. Martin:

I have been contacted by the citizens of Ottosen, Iowa, regarding the possible closing of their post office. The citizens of Ottosen believe that their local post office is the center of their community life. It is also very inexpensive to run a small town post office as the temporary postal worker has been for the last few years. I would like an update on the status of this post office.

I appreciate your timely review of the issues raised by these constituents and ask that you forward your response to the attention of Linda Lucy in my Dubuque office listed below. Thank you for your assistance.

Sincerely,



Tom Harkin
United States Senator

TH/ll
Enclosure

62 MAY 2011

Good Morning

This plan to close small town postoffices is upsetting to me. Can we see some common sense? How many will you have to close to make a significant difference? Why of the money is, especially the CEO's. Quit creating the small stuff! In my humble opinion, they do not deserve their huge salaries. How do they get them? - By getting rid of the little guy.

If really we choose to live in what they probably call "the sticks". I will never be comfortable in the city. We still desire to enjoy comforting amenities like electricity, telephone, post office etc. My husband was born in the home we still live in. It is our home. We do not go to the postoffice every day, but when we do go, we are treated cordially and we catch up on their families as well as sharing ours. This is the core of small town living. Please do not destroy it!

Sincerely,
Allan + Charlotte
Wehrspann
Ottosen, IA



Allan Wehrspann
1002 Elm Ave.
Ottosen, IA 50570



This is the day the LORD has made; let us rejoice and be glad in it. Psalm

Section IV

Economic Savings

X

A statement of annual savings includes a breakdown as follows:

Postmaster salary (EAS-⁵⁵ Minimum, no COLA)

\$ 23,026

Fringe benefits 33.5%

\$ 7,714

Rental costs, excluding utilities

\$ 4,800

Total annual costs

\$ 35,540

Less estimated cost of replacement service

- 1,561

Total annual savings

\$ 33,979

A one-time expense of \$ _____ will be/was incurred for installation of CBUs and parcel lockers.

X

Is postmaster salary based on the minimum salary without COLA?

X

Does postmaster salary reflect the current office evaluation?

Section V

Other Factors

X

The Postal Service has identified no other factors for consideration (if appropriate).

X

List other factors as appropriate.

X

Other factors when replacement service is a CPO.

Section VI

Summary

X

The proposal must include a brief summary that explains why the closing or consolidation is necessary and an assessment of how those factors supporting the need for change outweigh any negative factors. In taking competing considerations into account, the need to provide a maximum degree of effective and regular service must be paramount.

Section VII

Notices

X

Appropriate notice is made that this is a proposal and not a final determination. If a final determination is made to discontinue the office, information on the appeal process will be provided at that time.

Checklist Completed By: Angie Green

4-26-11

Investigative Coordinator

Date

Reviewed and Certified By: [Signature]

4-26-11

District PO Review Coordinator

Date



04/19/2011

SENIOR VICE PRESIDENT
GOVERNMENT RELATIONS AND PUBLIC POLICY
475 L'ENFANT PLAZA SW RM 10804
WASHINGTON DC 20260-3500

SUBJECT: Posting of the Proposal to Close
the OTTOSEN Post Office
Docket No. 1376441

This is to advise you that on 04/29/2011, I will post for public comment a proposal to close the OTTOSEN Post Office in Humboldt, Congressional District No. 1A-04.

If you have any questions, please call KAREN LENANE District Review Coordinator at (319) 399-2902.

GAIL DUBA
District Manager
HAWKEYE PFC District

cc: Manager, Customer Service Operations
Area Manager, Public Affairs and Communications

Enclosures: PS Form 4920
Proposal



04/27/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Letter of Instructions Regarding Posting of
OTTOSEN Proposal
Docket No. 1376441 - 50570

Please post the enclosed proposal to close the OTTOSEN Post Office in the lobby. The proposal must be posted in a prominent place from 04/29/2011 through close of business on 06/30/2011. The posting must last at least 60 days and the first day does not count.

Round-date stamp the cover of the proposal on the date of posting and on the date of removal. Also, post the "Invitation for Comments" next to the proposal and round-date stamp it in the same manner.

Additional copies of the proposal and comment forms are enclosed. Provide them to customers upon request.

Also enclosed is the official record on which this proposal is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in AS-353 Guide to Privacy and the Freedom of Information Act. If you do not have photocopy equipment, take the customer's name, address, and telephone number and contact the district for a copy of the record.

At the expiration of the posting period, further instructions will be provided. If there are any questions, please contact me at (319) 399-2902.

A handwritten signature in dark ink, appearing to read "K. Lenane", written over a horizontal line.

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District

Enclosures: PS Form 4920
Proposal
Invitation for Comments
Comment Forms
Official Record

Date of Posting: 04/29/2011

Date of Removal: 06/30/2011



UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE



To the customers of the Ottosen Post Office:

The Postal Service is considering the close of the Ottosen Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 04/29/2011 through 06/30/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

Copies of the proposal and optional comment forms are available upon request at the Ottosen Post Office. If you choose to use the optional comment form and need additional space, please attach additional sheets of paper.

Please return the comment form to:

KAREN LENANE
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.

JANAN O'BRIEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Date of Posting: 04/29/2011

Date of Removal: 06/30/2011

UNITED STATES POSTAL SERVICE

INVITATION FOR COMMENTS ON THE PROPOSAL TO CLOSE THE OTTOSSEN, IA POST OFFICE AND ESTABLISH SERVICE BY RURAL ROUTE SERVICE

To the customers of the Ottosen Post Office:

The Postal Service is considering the close of the Ottosen Post Office for reasons stated in the accompanying proposal.

During the 60-day posting period from 04/29/2011 through 06/30/2011 you are invited to provide written comments. Comments will be most helpful if they offer specific opinions and information favorable or unfavorable regarding the potential effect of the proposed change on postal services and on the community. Your comments will be carefully considered and will be incorporated into the official record, which will be made public if the proposal is finalized.

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Please return the comment form to:

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For more information, you may call KAREN LENANE at (319) 399-2902 or write to the above address.

Thank you for your assistance.



JANAN O'BRIEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



DOCKET NO 1376441-50570
ITEM NO 33
PAGE 1

Date of Posting: 04/29/2011

Posting Round Date:



Date of Removal: 05/30/2011

Removal Round Date:



PROPOSAL TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376441 - 50570

DOCKET NO 1376441-50570
ITEM NO 33
PAGE 1A



Date of Posting: 04/29/2011

Posting Round Date:

Date of Removal: 06/30/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376441 - 50570



I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster retired on April 03, 2008. An employee from a neighboring office may be installed as the temporary officer-in-charge (OIC). Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Ottosen Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:00 - 16:15 Monday - Friday, 10:00 - 12:00 Saturday and lobby hours of 8:00am - 4:15pm on Monday - Friday and 10:00am-12:00pm on Saturday to 22 post office box customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 12 transaction(s) accounting for 11 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$20,879 (54 revenue units) in FY 2008; \$19,415 (51 revenue units) in FY 2009; and \$18,320 (48 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 11, 2011, representatives from the Postal Service were available at the Ottosen Community Club to answer questions and provide information to customers. 29 customer(s) attended the meeting.

On March 25, 2011, 22 questionnaires were distributed to delivery customers of the Ottosen Post Office. Questionnaires were also available over the counter for retail customers at the Ottosen Post Office. 8 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 3 favorable, 3 unfavorable, and 3 expressed no opinion.

If this proposal is implemented, delivery and retail services will be provided by the Bode Post Office, an EAS-13 level office. Window service hours at the Bode Post Office are from 08:30 16:00, Monday through Friday, and 08:30 09:00 on Saturday. There are 140 post office boxes available.

The following concerns were expressed on the returned questionnaires, at the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Concern: | Customers asked why their post office was being discontinued while others were retained |
| Response: | The customer asked why the post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. |
| 2. Concern: | Customers asked why their post office was being discontinued while others were retained |
| Response: | The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means. |
| 3. Concern: | Customers were concerned about having to travel to another post office for service |
| Response: | The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. |
| 4. Concern: | Customers were concerned about mail security |

Response:

The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

5. **Concern:**

Response:

6. **Concern:**

Customer expressed a concern about irregular hours that the rural route serves the community

Response:

The customer expressed a concern about irregular hours that the rural route serves the community. Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 7 miles away.

7. **Concern:**

Response:

Customer expressed a concern about package delivery and pickup

The customer expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to 1/2 mile off of the line of travel, at a designated place, such as on your porch or under a carport.

8. **Concern:**

Response:

Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages

The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

9. **Concern:**

Response:

Customers expressed concern for loss of community identity

The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

10. **Concern:**

Response:

Customers felt the loss of a post office would have a detrimental effect on the business community

The customer expressed a concern about the detrimental effect the loss of the post office would have on the community. Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.

11. **Concern:**

Response:

Customers questioned the economic savings of the proposed discontinuance

The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

12. **Concern:**

Customers wanted to know what qualified as a "transaction" - per the letter stating Ottosen conducted an average 11.7 window transactions per day. Customers also wanted to know why the survey was conducted without their knowledge and wondered if it was the "slow" period for incoming mail.

Response:

A transaction consists of a visit by a postal patron at the counter conducting postal business. The survey was conducted representing a fair and impartial number count as the slow period of incoming mail and dispatched mail is typically in the summer months.

13. **Concern:**

Customers were concerned about obtaining services from the carrier

Response:

The customer were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

14. **Concern:**

If we have an alternate delivery of CBU's, will there be enough room to accommodate mail?

Response:

Each CBU space is a very large space measuring approximately 17" in length, 12" wide and 4" tall. If mail accumulates, the carrier will return that individual's mail back to the administrative post office.

15. **Concern:**

Will another meeting be scheduled so the rural customers can be notified?

Response:

No, letters are sent to those delivery address directly effected by a possible discontinuance. Rural delivery would not be effected by an Ottosen Post Office discontinuance.

Some advantages of the proposal are:

1. The carrier provides retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services are provided by the carrier.
2. Meeting the carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ottosen is an incorporated community located in Humboldt County. The community is administered politically by Mayor and council. Police protection is provided by the County of Humboldt sheriff office. Fire protection is provided by the Ottosen Fire Department. The community is comprised of retired people, farmers/ranchers, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Trinity Lutheran Church, Farmers Coop Roze trucking Banwart Farms Pauls body shop The quilted garden Bennet Sanitation Avon Community club Sheila B Jewelry Scency Fowler Repair City of Ottosen Jacobson Seed Farm Welter Popcorn Ottosen Fire Department Banwart Trucking Tina Manes cakes Lounsbery Ins Twin Rivers Kennels Band B Hoe Farm Fuller Brush Riverfront Outdoors. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ottosen Post Office will be available at the Bode Post Office. Government forms normally provided by the Post Office will also be available at the Bode Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed on the returned questionnaires, at the community meeting, on the petition, and on the congressional inquiry:

None

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster retired on April 03, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 33,979 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,026
Fringe Benefits @ 33.5%	\$ 7,714
Rental Costs, Excluding Utilities	+ \$ 4,800
Total Annual Costs	\$ 35,540
Less Annual Cost of Replacement Service	- \$ 1,561
Total Annual Savings	<u>\$ 33,979</u>

A one-time expense of \$ 1202 will be incurred for installation of CBUs and 0 parcel locker(s).

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

The postmaster retired on April 03, 2008. If the office has a noncareer PMR, they may be separated from the Postal Service. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Ottosen Post Office provided delivery service to no customers and 22 PO Box customers. The daily retail window transactions averaged 12. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a post office for service. The Postal Service will save an estimated \$33,979 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Ottosen Post Office and Bode Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



JANAN O'BRIEN
Manager, Post Office Operations

04/29/2011
Date

Optional Comment Form

Following are comments I wish to make concerning the proposed discontinuance of the OTTOSEN Post Office.

1. **Effect on Your Postal Services.** Describe any favorable or unfavorable effects you believe the proposal would have on the regularity or effectiveness of your postal services.
2. **Effect on Your Community.** Please describe any favorable or unfavorable effects that you believe the proposal would have on your community.
3. **Other Comments.** Please provide any other views or information that you believe the Postal Service should consider in deciding whether to adopt the proposal.

Name of Postal Customer

Signature of Postal Customer

Mailing Address

City, State, and ZIP Code

Date _____



06/29/2011

OFFICER-IN-CHARGE/POSTMASTER

SUBJECT: Instructions for Posting the "Notice of Taking Proposal and Comments Under Internal Consideration"

At the close of business on 06/30/2011 take down the "Proposal" and the "Invitation for Comments" from the lobby. Round-date stamp them upon removal and verify that the mandatory 60-day posting period was observed. The proposal and invitation for comments must be posted for at least 60 days, and the first day does not count.

On the same day, prominently post in the lobby the enclosed "Notice of Taking Proposal and Comments Under Internal Consideration." The notice should remain posted until you receive further notice from this office.

Please return the posted "Proposal," "Invitation for Comments," the official record, and any related discontinuance materials to this office.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Lenane", written in a cursive style.

KAREN LENANE
Post Office Review Coordinator
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 186648
Post Office: ☒ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 36. The round dated copies of the proposal have been received.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 07/05/2011
Fax No: (319) 399-5502

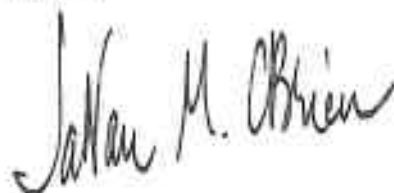
**NOTICE OF TAKING PROPOSAL AND COMMENTS
UNDER INTERNAL CONSIDERATION**

Date 06/29/2011

Postal Customers of the Ottosen Post Office: The Postal Service appreciates receiving the views of those of you who submitted comments on the proposal to close the Ottosen Post Office, which was posted 04/29/2011 through 06/30/2011. These comments will be considered carefully as the matter is reviewed further in my office and at higher levels within the Postal Service.

When a final decision is made by the Postal Service, that decision will be posted in place of this notice. If the decision is to approve the proposal, any customer of the Ottosen Post Office who disagrees will have the right to appeal that decision to the Postal Regulatory Commission in Washington, DC.

Sincerely,

A handwritten signature in black ink that reads "Janan M. O'Brien". The signature is written in a cursive, flowing style.

JANAN O'BRIEN
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998



07/06/2011

MEMO TO THE RECORD

SUBJECT: OTTOSEN
Docket Number 1376441 - 50570

The proposal to consolidate the OTTOSEN was posted with an "Invitation for Comments," at the OTTOSEN from 04/29/2011 through 06/30/2011 . No comments were received. There is no change to the original proposal. Accordingly, there is no need to modify the proposal to address comments.

KAREN LENANE
Post Office Review Coordinator
HAWKEYE PFC District



A. Office

Name: OTTOSEN State: IA Zip Code: 50570
Area: WESTERN District: HAWKEYE PFC
Congressional District: IA-04 County: Humboldt
EAS Grade: 55 Finance Number: 188948
Post Office: ☒ Classified Station: ☐ Classified Branch: ☐ CPO: ☐

This form is a place holder for number 39. There was not a premature appeal received.

Prepared by: Karen Lenane
Title: HAWKEYE PFC Post Office Review Coordinator
Tele No: (319) 399-2902

Date: 07/05/2011
Fax No: (319) 399-5502

DOCKET NO 1376441-50570
ITEM NO 41
PAGE 1

Date of Posting: 04/29/2011

Posting Round Date:

Date of Removal: 06/30/2011

Removal Round Date:

PROPOSAL TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE
(REVISED)

DOCKET NUMBER 1376441 - 50570

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster retired on April 03, 2008. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office is being studied for possible closing or consolidation due to the following reasons: Study for discontinuance based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Ottosen Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:00 - 16:15 Monday - Friday, 10:00 - 12:00 Saturday and lobby hours of 8:00am - 4:15pm on Monday - Friday and 10:00am-12:00pm on Saturday to 22 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 12 transaction(s) accounting for 11 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$20,879 (54 revenue units) in FY 2008; \$19,415 (51 revenue units) in FY 2009; and \$18,320 (48 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 11, 2011, representatives from the Postal Service were available at the Ottosen Community Club to answer questions and provide information to customers. 29 customer(s) attended the meeting.

On March 25, 2011, 22 questionnaires were distributed to delivery customers of the Ottosen Post Office. Questionnaires were also available over the counter for retail customers at the Ottosen Post Office. 8 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 3 favorable, 3 unfavorable, and 3 expressed no opinion.

One congressional inquiry was received on June 01, 2011.

If this proposal is implemented, delivery and retail services will be provided by the Bode Post Office, an EAS-13 level office. Window service hours at the Bode Post Office are from 08:30 16:00, Monday through Friday, and 08:30 09:00 on Saturday. There are 140 post office boxes available.

The following concerns were expressed from questionnaires, the community meeting, from customer letters, on the petition, and from the congressional inquiry:

- | | |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Concern:</p> <p>Response:</p> | <p>Customers asked why their post office was being discontinued while others were retained</p> <p>The customer asked why the post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.</p> |
| <p>2. Concern:</p> <p>Response:</p> | <p>Customers asked why their post office was being discontinued while others were retained</p> <p>The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.</p> |
| <p>3. Concern:</p> <p>Response:</p> | <p>Customers were concerned about having to travel to another post office for service</p> <p>The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.</p> |
| <p>4. Concern:</p> | <p>Customers were concerned about mail security</p> |

Response: The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.

5. **Concern:**

Response:

6. **Concern:**

Customer expressed a concern about irregular hours that the rural route serves the community

Response:

The customer expressed a concern about irregular hours that the rural route serves the community. Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 7 miles away.

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8. **Concern:**

Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages

Response:

The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.

9. **Concern:**

Customers expressed concern for loss of community identity

Response:

The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

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Customers felt the loss of a post office would have a detrimental effect on the business community

Response:

The customer expressed a concern about the detrimental effect the loss of the post office would have on the community. Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.

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Customers questioned the economic savings of the proposed discontinuance

Response:

The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

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Customers wanted to know what qualified as a "transaction" - per the letter stating Ottosen conducted an average 11.7 window transactions per day. Customers also wanted to know why the survey was conducted without their knowledge and wondered if it was the "slow" period for incoming mail.

Response:

A transaction consists of a visit by a postal patron at the counter conducting postal business. The survey was conducted representing a fair and impartial number count as the slow period of incoming mail and dispatched mail is typically in the summer months.

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Customers were concerned about obtaining services from the carrier

Response:

The customer were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

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Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

14. **Concern:**

If we have an alternate delivery of CBU's, will there be enough room to accomodate mail?

Response:

Each CBU space is a very large space measuring approximately 17" in length, 12" wide and 4" tall. If mail accumulates, the carrier will return that individual's mail back to the administrative post office.

15. **Concern:**

Will another meeting be scheduled so the rural customers can be notified?

Response:

No, letters are sent to those delivery address directly effected by a possible discontinuance. Rural delivery would not be effected by an Ottosen Post Office discontinuance.

Some advantages of the proposal are:

1. The rural or contract delivery carrier may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this proposal will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ottosen is an incorporated community located in Humboldt County. The community is administered politically by Mayor and council. Police protection is provided by the County of Humboldt sheriff office. Fire protection is provided by the Ottosen Fire Department. The community is comprised of Combination, and those who commute to work at nearby communities and work in local businesses.

Businesses and organizations include: Trinity Lutheran Church, Farmers Coop Roze trucking Banwart Farms Pauls body shop The quilted garden Bennet Sanitation Avon Community club Sheila B Jewelry Scency Fowler Repair City of Ottosen Jacobson Seed Farm Welter Popcorn Ottosen Fire Department Banwart Trucking Tina Maries cakes Lounsbery Ins Twin Rivers Kennels Band B Hoe Farm Fuller Brush Riverfront Outdoors. Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ottosen Post Office will be available at the Bode Post Office. Government forms normally provided by the Post Office will also be available at the Bode Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

None

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on April 03, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

IV. ECONOMIC SAVINGS

The Postal Service estimates an annual savings of \$ 33,979 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,028
Fringe Benefits @ 33.5%	\$ 7,714
Annual Lease Costs	<u>+ \$ 4,800</u>
Total Annual Costs	\$ 35,540
Less Annual Cost of Replacement Service	<u>- \$ 1,561</u>
Total Annual Savings	<u>\$ 33,979</u>

A one-time expense of \$ 1202 will be incurred for the movement of this facility.

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service may be provided to cluster box units (CBUs).

The postmaster retired on April 03, 2008. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. Post office workload has declined. Effective and regular service will continue to be provided by rural route service.

The Ottosen Post Office provided delivery and retail service to 22 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 12. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a post office for service. The Postal Service will save an estimated \$33,979 annually. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with a rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Ottosen Post Office and Bode Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.



JANAN O'BRIEN
Manager, Post Office Operations

04/29/2011
Date



07/05/2011

MEMO TO THE RECORD

SUBJECT: Certification of the Record
OTTOSEN
Docket Number 1376441 - 50570

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, appearing to read "Gail M. Duba".

GAIL DUBA
District Manager

LOG OF POST OFFICE DISCONTINUANCE ACTIONS

Office Name, State, ZIP Code:	OTTOSEN, IA, 50570-8751
EAS Level:	55
District:	HAWKEYE PFC
County:	Humboldt
Congressional District:	IA-04
Proposal:	<input checked="" type="checkbox"/> Close <input type="checkbox"/> Consolidate
Reason For Proposal:	retired
Alternate Service Proposed:	Rural Route Service
Customers Affected:	
Post Office Box:	22
General Delivery:	0
Rural Route:	0
Highway Contract Route (HCR):	0
City Route:	0
Intermediate Rural:	0
Intermediate HCR:	0
Total number of customers:	22

Date	Action
	Office suspended. Reason suspended:
	Suspension notice sent to Headquarters.
04/03/2008	Postmaster vacancy occurred. Reason: retired
	CIC: Career: 0 Noncareer: 1 Other Employees: 1
07/23/2011	District manager authorization to study.
	Questionnaires sent to customers. Number sent: 22 Number Returned: 0
03/25/2011	Analysis: Favorable: 3 Unfavorable: 3 No Opinion: 3
	Petition received. Number of signatures: 0
	Concerns expressed:
06/01/2011	Congressional inquiry received. Yes
	Concerns expressed:
	deleterious effect of businesses in Ottosen.
04/27/2011	Proposal and checklist sent to district for review.
04/15/2011	Government Relations and Retail Operations notified by district 10 days before the 60-day posting (PS Form 4920 attached).
04/27/2011	Proposal and invitation for comments posted and round-dated.
07/05/2011	Proposal and invitation for comments removed and round-dated.
	Comment Analysis:
	Favorable: 0 Unfavorable: 0 No Opinion: 0 0
None	Premature PRC appeal received.
	Concerns expressed:
04/26/2011	Updated PS Form 4920 completed (if necessary).
07/05/2011	Certification of the official record.
	District transmittal of official record to vice president, Delivery and Retail, and copy of transmittal letter to vice president, Area Operations.
	Headquarters logged in official record (option entry).
	Record returned to district for additional consideration.
	Record returned as not warranted.
	Final determination posted at affected office(s) and round-dated.
	Final determination removed and round-dated.
	Postal Bulletin Post Office Change Announcement form sent to Headquarters.
	No appeals letter received from Headquarters.
	Appeal to PRC received.
	PRC opinion received on appeal.
	Affirmed: Remanded: USPS Withdrawn:
	Address management systems notified to updated AMS report.
	Discontinuance announced in Postal Bulletin No. Effective date:

Review Coordinator/person most familiar with the case:

KAREN LENANE
 Name/Title

KAREN LENANE
 District Post Office Review Coordinator

(318) 399-2902
 Telephone Number

(318) 399-2902
 Telephone Number



07/14/2011

VICE PRESIDENT, DELIVERY AND POST OFFICE OPERATIONS
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA ROOM 5621
WASHINGTON DC 20260-5621

SUBJECT: Official Record

Enclosed for your review and approval is the official record to discontinue the Ottosen Post Office.

All appropriate actions have been taken, and we have considered the concerns/comments of affected customers. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered and contain docket and item numbers on each page and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing the alternative service proposed.

Refer questions about this Post Office discontinuance to Karen Lenane, Post Office Review Coordinator, at (319) 399-2902 or Rory Sullivan Manager Post Office Operations.

A handwritten signature in dark ink, appearing to read "Gail M. Duba". The signature is fluid and cursive, written over a light background.

GAIL DUBA
DISTRICT MANAGER
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:

One copy of record (<http://hqcsopps.usps.gov/public/dis/4E/P1376441.pdf>)
Headquarters acknowledgment of receipt of official record (optional)
Self-addressed envelope

cc: Vice President, WESTERN Area (no enclosures)

Headquarters Acknowledgment of Receipt of Official Record

The official record to consolidate the OTTOSEN was received by 08/04/2011.
Please contact the Headquarters coordinator at (916) 916-8315 or the address below for additional information regarding its status.

475 L'ENFANT PLAZA SW ROOM 6700
WASHINGTON DC 20260-6700

Enclosure: (self-addressed envelope)

***Note:** The acknowledgment form is optional and to be used at the district's discretion. Please provide the following memorandum **and** **and a self-addressed return envelope** if you wish to receive an acknowledgment of Headquarters receipt of the record.



Date of Posting: 08/15/2011

Date of Removal: 09/16/2011

FINAL DETERMINATION TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376441 - 50570



Date of Posting: 08/15/2011

Date of Removal: 09/16/2011

FINAL DETERMINATION TO CLOSE
THE OTTOSEN, IA POST OFFICE
AND ESTABLISH
SERVICE BY RURAL ROUTE SERVICE

DOCKET NUMBER 1376441 - 50570

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is issuing the final determination to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service will be provided to cluster box units (CBUs).

CBUs are secure free-standing units of individually locked mail compartments installed and maintained by the Postal Service at no cost to the customer. A parcel locker may also be installed.

The postmaster position became vacant when the postmaster retired on April 03, 2008. Since the postmaster vacancy an OIC has been installed to operate the office. Postmaster level and office service hours are determined by a workload analysis which includes the number of deliveries and revenue.

The office was studied for possible closing or consolidation due to the following reasons: Study for discontinuance based on declining workload, declining volumes, revenue, and the ability of the Postal Service to provide effective and regular service by an alternate means.

The Ottosen Post Office, an EAS-55 level, provides service from 08:00 - 11:30 - 13:00 - 16:15 Monday - Friday, 10:00 - 12:00 Saturday and lobby hours of 8:00am - 4:15pm on Monday - Friday and 10:00am-12:00pm on Saturday to 22 post office box or general delivery customers and no delivery customers. Retail services included the sale of stamps, stamped paper, and money orders; special services such as Registered Mail, Certified Mail, Insured Mail, COD Mail, and Express Mail services; and the acceptance and dispatch of all classes of mail.

The retail window averaged 12 transaction(s) accounting for 11 minute(s) of retail workload daily. With minimal workload, the Postal Service feels that effective and regular service will be provided by rural route service. Office receipts for the last 3 years were: \$20,879 (54 revenue units) in FY 2008; \$19,415 (51 revenue units) in FY 2009; and \$18,320 (48 revenue units) in FY 2010. There were no permit mailer(s) or postage meter customer(s).

On April 11, 2011, representatives from the Postal Service were available at the Ottosen Community Club to answer questions and provide information to customers. 29 customer(s) attended the meeting.

On March 25, 2011, 22 questionnaires were distributed to delivery customers of the Ottosen Post Office. Questionnaires were also available over the counter for retail customers at the Ottosen Post Office. 8 questionnaires were returned. Responses regarding the proposed alternate service were as follows: 3 favorable, 3 unfavorable, and 3 expressed no opinion.

One congressional inquiry was received on June 01, 2011.

When this final determination is implemented, delivery and retail services will be provided by the Bode Post Office, an EAS-13 level office. Window service hours at the Bode Post Office are from 08:30 16:00, Monday through Friday, and 08:30 09:00 on Saturday. There are 140 post office boxes available.

The proposal to close the Ottosen Post Office was posted with an invitation for comment at the Ottosen Post Office and Bode Post Office from April 29, 2011 to June 30, 2011. The following additional concerns were received during the proposal posting period:

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

- | | |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Concern:</p> <p>Response:</p> | <p>Customers asked why their post office was being discontinued while others were retained</p> <p>The customer asked why the post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.</p> |
| <p>2. Concern:</p> <p>Response:</p> | <p>Customers asked why their post office was being discontinued while others were retained</p> <p>The customer asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.</p> |
| <p>3. Concern:</p> | <p>Customers were concerned about having to travel to another post office for service</p> |

- Response:** The customer expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.
4. **Concern:** Customers were concerned about mail security
- Response:** The customer expressed a concern about the security of mail. Customers may place a lock on their mailboxes. The mailbox must have a slot large enough to accommodate the customer's normal daily mail volume. The Postal Service does not open mailboxes which are locked and does not accept keys for this purpose.
5. **Concern:**
- Response:**
6. **Concern:** Customer expressed a concern about irregular hours that the rural route serves the community
- Response:** The customer expressed a concern about irregular hours that the rural route serves the community. Our carriers strive to provide service at approximately the same time on a daily basis, however mail volumes and weather conditions often effect delivery times. If you desire special services from the rural carrier you may leave a note in your mailbox instructing the carrier to sound his horn, and then meet the carrier to receive services. Retail services may also be obtained at the administrative post office located 7 miles away.
7. **Concern:** Customer expressed a concern about package delivery and pickup
- Response:** The customer expressed a concern about package delivery and pickup. Rural carriers will deliver packages that fit in your rural mail box, if the package does not fit in the mail box, the carrier will deliver the package up to ½ mile off of the line of travel, at a designated place, such as on your porch or under a carport.
8. **Concern:** Customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages
- Response:** The customer expressed a concern about the inability of the rural carrier to weigh and rate letters and packages. The rural carrier will accept any letters or packages for mailing. The carrier will estimate the cost and provide a receipt for any money received. On the following delivery day the carrier will provide change or a bill for the amount over the estimate.
9. **Concern:** Customers expressed concern for loss of community identity
- Response:** The customer expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.
10. **Concern:** Customers felt the loss of a post office would have a detrimental effect on the business community
- Response:** The customer expressed a concern about the detrimental effect the loss of the post office would have on the community. Businesses generally require regular and effective postal services, and these will always be provided to the suspended Post Office community. There is no indication that the business community will be adversely affected. Questionnaire responses revealed that customers will continue to use local businesses if the post office is discontinued.
11. **Concern:** Customers questioned the economic savings of the proposed discontinuance

Response:

The customer questioned the economic savings of the proposed discontinuance. Carrier service is more cost-effective than maintaining a postal facility and postmaster position. The Postal Service estimates a positive annual savings.

12. **Concern:**

Customers wanted to know what qualified as a "transaction" - per the letter stating Ottosen conducted an average 11.7 window transactions per day. Customers also wanted to know why the survey was conducted without their knowledge and wondered if it was the "slow" period for incoming mail.

Response:

A transaction consists of a visit by a postal patron at the counter conducting postal business. The survey was conducted representing a fair and impartial number count as the slow period of incoming mail and dispatched mail is typically in the summer months.

13. **Concern:**

Customers were concerned about obtaining services from the carrier

Response:

The customer were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL

The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

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If we have an alternate delivery of CBU's, will there be enough room to accomodate mail?

Response:

Each CBU space is a very large space measuring approximately 17" in length, 12" wide and 4" tall. If mail accumulates, the carrier will return that individual's mail back to the administrative post office.

15. **Concern:**

Will another meeting be scheduled so the rural customers can be notified?

Response:

No, letters are sent to those delivery address directly effected by a possible discontinuance. Rural delivery would not be effected by an Ottosen Post Office discontinuance.

Some advantages of the proposal are:

1. The rural and contract carriers may provide retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
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Some disadvantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Ottosen is an incorporated community located in HUMBOLDT County. The community is administered politically by Mayor and council. Police protection is provided by the County of Humboldt sheriff office. Fire protection is provided by the Ottosen Fire Department. The community is comprised of Combination and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: Trinity Lutheran Church , Farmers Coop Roze trucking Banwart Farms Pauls body shop The quilted garden Bennet Sanitation Avon Community club Sheila B Jeweelry Scency Fowler Repair City of Ottosen Jacobson Seed Farm Welter Popcorn Ottosen Fire Department Banwart Trucking Tina Maries cakes Lounsbery Ins Twin Rivers Kennels Band B Hoe Farm Fuller Brush Riverfront Outdoors . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ottosen Post Office will be available at the Bode Post Office. Government forms normally provided by the Post Office will also be available at the Bode Post Office or by contacting your local government agency.

The following nonpostal concerns were expressed from questionnaires, the community meeting, on the petition, and on the congressional inquiry:

None

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community.

III. EFFECT ON EMPLOYEES

The postmaster position became vacant when the postmaster retired on April 03, 2008. The noncareer postmaster relief (PMR) may be separated from the Postal Service. No other Postal Service employee will be adversely affected. Since the postmaster vacancy an OIC has been installed to operate the office.

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The Postal Service estimates an annual savings of \$ 33,979 with a breakdown as follows:

Postmaster Salary (EAS-55, No COLA)	\$ 23,026
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Total Annual Costs	\$ 35,540
Less Annual Cost of Replacement Service	<u>- \$ 1,561</u>
Total Annual Savings	<u>\$ 33,979</u>

A one-time expense of \$ 1202 will be incurred for the movement of this facility.

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

This is the final determination to close the Ottosen, IA Post Office and provide delivery and retail services by rural route service under the administrative responsibility of the Bode Post Office, located seven miles away. Service will be provided to cluster box units (CBUs).

The postmaster retired on April 03, 2008. If the office has a noncareer PMR(s), they may be separated from the Postal Service; however, attempts will be made to reassign the employee(s) to a nearby facility. No other employee(s) will be adversely affected. The workload has declined. Effective and regular service will continue to be provided by rural route service.

The Ottosen Post Office provided delivery and retail service to 22 PO Box or general delivery customers and no delivery route customers. The daily retail window transactions averaged 12. There are no permit mailers or postage meter customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$33,979 annually. A disadvantage to some will be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this final determination is based are available for public inspection at the Ottosen Post Office and Bode Post Office during normal office hours.
- B. Appeal Rights. This final determination to close the Ottosen Post Office may be appealed by any person served by that office to the Postal Regulatory Commission at 901 New York Ave NW, Suite 200, Washington DC 20268-0001. Appeals must be received by the Commission within 30 days of the date this final determination is posted. If an appeal is filed, copies of appeal documents prepared by the Postal Regulatory Commission or the parties to the appeal will be made available for public inspection at Ottosen Post Office and Bode Post Office during normal office hours.



Dean J Granholm
Vice President of Delivery and Post Office Operations

08/10/2011

Date



08/15/2011

OFFICER-IN-CHARGE/POSTMASTER
Ottosen Post Office

SUBJECT: Letter of Instructions Regarding Posting of the Ottosen Post Office Final Determination
Docket No. 1376441 - 50570

Please post in the lobby the enclosed final determination to close the Ottosen Post Office. The final determination must be posted in a prominent place from 08/15/2011 through close of business on 09/16/2011. It must be posted for at least 30 days and the first day does not count. Additionally, please take down the posted "Notice of Taking Proposal and Comments under Internal Consideration" and return to this office.

Round-date stamp the cover of the final determination on the date of posting and on the date of removal. Please send the final determination to me by close of business on 09/17/2011.

Additional copies of the final determination are enclosed. Provide them to customers upon request.

Also enclosed is the official record upon which this final determination is based. Customers may read it; however, they may not remove it from your office. When a customer requests a copy of the record, provide it upon payment of any fees prescribed in Administrative Support Manual. If you do not have photocopy equipment, take the customer's name, address and telephone number and contact the district for needed copies.

If there are any questions, please contact me at (319) 399-2902.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Lenane".

KAREN LENANE
POST OFFICE REVIEW COORDINATOR
PO BOX 9998
CEDAR RAPIDS, IOWA 52406-9998

Enclosures:
Final Determination Official Record